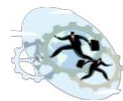


Rakeshkumar Purushottam Sharma

Address:- 33/8, Sector A, Mahananda Nagar, Ujjain, (Madhya Pradesh) -456010

Phone:- +91-9755506922

Email:- carpsharma@yahoo.com



CAREER PROFILE: Results-orientated accounting professional in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability. Offers the following expertise:

- Strong technical accounting skills (as per IAS)
- Highly trustworthy, discreet and ethical.
- excellent research and financial analysis abilities
- budgeting and forecasting
- facilitation of internal and external auditing procedures
- regulatory compliance as per accounting standard
- staff management and development
- in-depth knowledge of accounting regulations and standards



Date of Birth :- 20th June 1986

Languages Known:- English, Hindi, Marathi, Marwari, Hariyani, Ahirani.



Experience

Company : Feedback infra Pvt.Ltd

Designation :- Assistant Manager

Location : Raipur, Chhattisgarh

Duration :- Feb 2019 to _____

My current organisation working in infrastructure base project, now current project for Bharatnet Phase II. Chhattisgarh government as auditor (Public Support Consultant). My work is audit and the account the invoice of the master system integrator.

Responsibilities :

- Prepare MIS report
- Prepare Quarterly plan
- Drafting the letter to the government entity
- Audit and vouching the invoice

Achivement :

- Clear the pending invoice from government. Report
- the unnecessary activity to the government activity.

Company : Homesrus

Designation :- Senior Account Executive

Location : Dubai, UAE

Duration :- May 2018 TO Nov 2018

Responsibilities :

- Monitored multiple databases to keep track of all company inventory.
- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents Reinforce
- financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Prepare MIS
- Handle Daily Cash

Achivement :

- Timely, accurate information : - Initiated an income and expense flux analysis for the first working day of the month that provides for early identification and correction of posting errors. Efforts contributed to accelerating the month-end close to the tenth calendar day of every month.
- Internal controls : - Noticed a weakness in a client's wire transfer controls that made a significant theft of funds possible. Recommended a change that was adopted immediately.
- Works well with others : - Good relationship and co operate with others.

Company :- KD Group
Designation :- Accountant

Location :- Mumbai,
Maharashtra Duration :- April 2009 to 30 April 2018

Responsibilities :

1. Record day to day transaction with relevant voucher and narration
2. Kept balance tally with proper ledger .
3. Handle daily cash .
4. Prepare final statement

5. Reconcile Bank and third party statement .
6. MIS report to senior body
7. Prepares asset, liability, and capital account entries by compiling and analyzing account

Company:- Modi Agrawal Designation :- Article Assistant

Objective of the training :

- Developing skills in applying theoretical knowledge to practical situations
- Inculcating a disciplined attitude
- Imbibing due professional orientation
- Developing ethical values.

My major achievements-

- Company Audit, Co-operative Audit, Bank Audit , Internal Audit , Trust Audit
- Worked on TDS and VAT
- Prepared individual returns
- Have been to audit & handled work independently
- Prepared financials of Trust (& School), Companies (including consolidation)
- Analysed certain areas of working, such as Ind-AS, etc to proceed with the amendments and work.



Education

CS-Inter Pass (2015)
Institute of Company Secretary of India

CA-Inter Pass (2009)
Institute of Chartered Accountants of India

M.Com(2008) 53.12%
(Account ,Financial Management,Audit ,Taxation)
Pune University,Puna

B.Com (2006) 68.28%
(Account ,Financial Management,Audit ,Taxation)
NorthMaharashtra University,Jalgaon

Diploma in Computer Management(2006) 60.85%
1 year computer Management Diploma NorthMaharashtra University,Jalgaon

Ms-CIT (2006) 78%
Compulsory Computer Course as per Maharashtra Govt. MKCL,Puna

H.S.C. (2003) 63.50%
Nashik Board

S.S.C(2001) 50.53%
Nashik Board

Computer Literacy :

- Tally 4.5,7.2,6.0, ERP 9.0 software
 - MS-Office (Word, Excel & Power Point)
-



Skill

- Time management
- Results-oriented
- Relationship management
- ☐ Account planning

- ☐ Data analytics
- ☐ organisational skills and ability to manage deadlines.
- ☐ teamworking ability.
- ☐ communication and interpersonal skills.
- ☐ proficiency in IT.



Other Activities :

- 1: N.C.C.
- 2: N.S.S.

I hereby declare that all the above information given by me in this application is correct & best to my knowledge.

Date: _____

Place: _____

Rakeshkumar Purushottam Sharma
(Name)